

[Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Confirmation of Promotion

Dear [Employee Name],

We are pleased to inform you that you have been promoted to the position of [New Job Title] within the [Department Name] department, effective [Effective Date].

This promotion is a recognition of your hard work, achievements, and dedication to the company. In your new role, your responsibilities will include [Brief Description of New Duties]. You will now report directly to [Manager Name].

As part of this promotion, your compensation will be adjusted to [New Salary/Hourly Rate] per [Year/Hour]. Your other benefits and terms of employment will remain as per your existing contract unless otherwise specified in the attached documents.

Please review the attached updated job description. To formally accept this promotion, please sign and return a copy of this letter by [Deadline Date].

Congratulations on this well-deserved advancement. We look forward to your continued contributions to the team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment:

I accept the promotion and the terms outlined above.

[Employee Signature]

[Date]